



Central University of Himachal Pradesh

[Established under Central Universities Act 2009]

PO Box 21, Dharamshala, District Kangra, Himachal Pradesh [India]-176215

Tel: 01892-229330, 237285, Fax: 01892-229331,

[Website: www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

Course Code: LIS 404

Course Name: Foundation of Library and information science

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To provide students an understanding of the basic principles and fundamental laws of Library and Information Science and to enable them to understand and appreciate the functions and purpose of the libraries and information centers

To educate the students in the philosophy of librarianship and professional ethics

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%
 1. Assignment/Library Work/Class Test/Surprise Test/Quiz: 15%
 2. Class Attendance: 10%

Course Contents

UNIT – I: Library, information society (8 Hours)

Information characteristics, value and use
Information society: genesis and characteristics

Information cycle: Generation, collection, storage and dissemination
Information communication channels & barriers

UNIT – II: Role and functions of various types of library systems (10 Hours)

Role of libraries in the contemporary society

National libraries: sections, users, services, functions & activities

Academic libraries: sections, users, services, functions & activities

Special libraries: sections, users, services, functions & activities

Public libraries: sections, users, services, functions & activities

UNIT – III: Fundamental laws & library legislation (8 Hours)

Five laws of library science and their implications

Library legislation need and implications for developing & sustaining public library system

Model Public Libraries Act

Delivery of Books (Public Libraries) Act

Introduction to Intellectual Property Rights

UNIT – IV: Library Development (6 Hours)

Library movement in India

Committees & commission on library development: Sinha committee, Ranganathan committee, Kothari commission

Recommendations of National Knowledge Commission (NKC) on libraries
Role of UNESCO, UGC & RRRLF in library development

UNIT – V: Library and Information Profession (8 Hours)

Librarianship as a profession: Attributes and core professional ethics

Professional associations – their role in the development of the profession
Professional associations – National (ILA, IASLIC, IATLIS)

Professional associations – International (ALA, CILIP, IFLA)

Prescribed Text Books:

1. Buragohian, Alka. *Various aspects of Librarianship and Information Science*. New Delhi: Ess Ess, 2000.
2. Chapman, Elizabeth A. and Lynden, Frederick C. *Advances in Librarianship*. 24th Vol. San Diego: Academic Press, 2000.
3. Chowdhury(GG), Burton(PF), and McMenemy (D). *Librarianship: the complete introduction*. 2008. New York: Neal-Schuman.
4. Feather (J). *The information society: a study of continuity and change*. Ed.5. 2008. Facet publishing, London.

5. Krishan Kumar. *Library organisation*.1993. Vikas, New Delhi.
6. Venkatappaiah, V. *Indian Library Legislation*. 2 Vols. New Delhi: Daya, 1990.

Suggested Additional Readings:

1. Kumar, P.S.G. *Foundations of Library and Information Science*. Paper I of UGC Model Curriculum. New Delhi. Manohar, 2003
2. McGarry, Kevin: *The changing context of information: An introductory analysis* 2nd Ed. London, Library Association, 1993
3. Ranganathan, S.R. *The Five Laws of Library Science*, Ed. 2. Bangalore: Sarada Ranganathan Endowment for Library Science, 1999.
4. Surendra Singh and Sonal Singh. Ed. *Library Information and Science and Society*. New Delhi: Ess Ess, 2002.



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Course Code: LIS-407A

Course Name: Library Classification (Theory)

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To acquaint students with:

- Theory, need and importance of library classification
- Classification schemes used in libraries
- Conceptual foundation of library classification
- Current trends in library classification

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

Mid Term Examination: 25%

4. End Term Examination: 50%

5. Continuous Internal Assessment: 25%

Assignment/Library Work/Class Test/Surprise Test/Quiz: 15%

3. Class Attendance: 10%

Course Contents

UNIT - I: Theoretical Foundation of Library Classification

Library classification: concept, need and purpose;

Call Number – purpose and function.

Terminology – need and importance;

Significant terms in library classification: Entity; Universe; Group; Class; Basic subject or Main class; Attribute; Characteristic; Subject; Specific subject; Compound Subject; Complex Subject; Discipline; Isolate; Facet; Array; Chain; Helpful Sequence; Classification Schedule; Classification System; Index; Auxiliary tables; Classificationist; Classifier.

Normative principles, Five laws of library science – Implications on library classification.

UNIT - II: Development of subjects & Species of Classification Schemes

Formation, structure and development of subjects.

Enumerative Classification – Types; Faceted Classification – Types. Decimal Classification (DC)

Library of Congress Classification (LCC)

Universal Decimal Classification
(UDC) Colon Classification (CC)

UNIT - III: PMEST, Phase Analysis, Isolates and Devices

Fundamental categories: PMEST;

Facet analysis; Principles for facet sequence.

Phase Analysis – Phase, Intra-facet & Intra-array relations. Isolates: Common Isolates – in CC, DDC and UDC Devices in library classification

UNIT - IV: Canons, Helpful Sequence and Notation

Postulational approach to classification

Overview of Canons of Classification

Principles of helpful sequence.

Notation – need, types and qualities

UNIT - V: Trends in classification

Brief discussion on Thesaurifacet, Classaurus, Automatic classification
Semantic Web: Definition, Concept; Technologies: URI, XML, RDF,
Ontologies Introduction to LinkedData

Prescribed Texts

1. Ranganathan, S.R. Prolegomena to Library Classification, Ed2, London, LA, 1957 & 1965.
2. Broughton, Vanda. Essential Classification, 2nd edition, Facet Publishing, 2015.
3. Chan, Lois Mai. Cataloguing and Classification. 2nd ed. New York : McGraw Hill, 1995.
4. Ranganathan, SR. Elements of Library Classification. Ed. 2. Bombay : UBS, 1966.
5. Berwick Sayers, W.C. Introduction to Library Classification. London, Andra dautch, 1950.
6. Gilchrist A: From classification to knowledge organisation. 1997.
7. British Standards Institutions: Universal decimal classification. Latest edition.
8. OCLC: Dewey decimal classification. Latest Edition.

Prescribed Journal Articles

1. Soergel, Dagobert. The rise of ontologies or the reinvention of classification. Journal of the American Society for Information Science , 50(12), pp.1119-1120 1999. Available at: www.clis.umd.edu/faculty/soergel/
2. Kim, Jeong-Hyen and Lee, Kyung-Ho. Designing a knowledge base for automatic book classification.

<http://www.emeraldinsight.com/journals.htm?issn=0264-0473&volume=20&issue=6&articleid=1455732&show=html>

3. Pu, Hsiao-Tieh and Yang, Chyan. Enriching user-oriented class associations for library classification schemes

<http://www.emeraldinsight.com/journals.htm?issn=0264-0473&volume=21&issue=2&articleid=861995&show=html>

4. Hjørland, Birger. Is classification necessary after Google? <http://www.emeraldinsight.com/journals.htm?issn=0022-0418&volume=68&issue=3&articleid=17030673&show=html>

5. Faceted classification in web information architecture: A framework for using semantic web tools.

<http://www.emeraldinsight.com/journals.htm?issn=0264-0473&volume=25&issue=2&articleid=1602545&show=html>

Additional Readings

1. Maltby.A. Sayers Manual of classification for Librarian, Ed.5.London: Andre Deutsch.1975.
2. Mills, J. Modern outline of Library Classification, Bombay, Asia, 1962.
3. Dhyani, Pushpa. Library Classification: Theory and Practice. New Delhi: Vishwa Prakashan, 1998.
4. Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess Ess, 2002.

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Course Code: LIS 418A

Course Name: Digital Preservation and Digital Rights

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To acquaint the students with various digital information resources

To train the student in the preservation of digital information and digital rights management.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

Mid Term Examination: 25%

End Term Examination: 50%

Continuous Internal Assessment : 25%

Assignment/Library	Work/Class	Test/Surprise
Test/Quiz: 15%	Class Attendance: 5%	

Course Content

UNIT - I: Introduction (10 Hours)

Digital Information Resources: features, merits, demerits, types
Digital Preservation: definition, need and purpose
Issues and challenges in Digital Preservation
Digital Preservation: strategies, best practices

UNIT - II: Digital Preservation formats and standards (12 Hours)

Role of File Formats in Digital Preservation
Open vs. Proprietary File formats
OSS vs. Proprietary Software
Digital Preservation standards: need and purpose
OAIS Reference Model
PREMIS

UNIT - III: Digital Preservation programmes and initiatives (10 Hours)

Digital Preservation Initiatives (Global): PADI, PANDORA, Internet Archive, MBP/UDL, OCA, LOCKSS, Portico, KOPAL, PubMed Central, CLOCKSS, PANDORA, Ohio LINK, e-Depot System, NDIIPP, Data-PASS, Chronopolis Project,
Digital Preservation Initiatives (Indian): Shodganga, Shodgangotri, NDL, DLI, OUDL, National Digital Preservation Programme (NDPP) of India

UNIT - IV: Intellectual Property Rights (14 Hours)

IPR: concept, purpose, types
Copyright Law in India – Genesis and present status.
Patents Act of 1970 – Genesis and present status.
Digital Rights Management (DRM): Concept, purpose, techniques
Overview of DMCA, DRM provisions in EU CD
DRM provisions in Copyright Law of India
IT Act 2000 of India

UNIT - V: Digital Rights (14 Hours)

Right to information and Privacy; Freedom of Expression and Censorship
Digital Rights: concept, need, purpose
IFLA Internet Manifesto, WSIS (UN)
Net Neutrality, Open Licensing – Copyleft, Creative Commons, GPL
Open Access to information
Digital Rights vs. IPRs
Digital Rights advocacy groups: EFF, FSF

Prescribed Text Books:

1. Lazinger, Susan S. Digital preservation and metadata (history; theory; practice). Rain Tree + Libraries Unlimited. 2001
2. Giaretta, David. Advanced digital preservation. Springer, 2011.
3. Brown, Adrian. Practical digital preservation : A how-to guide for organizations of any size. Facet Publishing, 2013.
4. Corrado, Edward M. and Moulaison, Heather Lea. Digital preservation for libraries, archives, and museums. Rowman & Littlefield, 2014.
5. Chowdhury, G.G. Introduction to digital libraries. UK, facet publishing , 2007.
6. The Digital Rights Movement: The Role of Technology in Subverting Digital Copyright. Hector Postigo, MIT Press, 2012.
7. WIPO Intellectual Property Handbook: Policy, Law and Use. Available at: <http://www.wipo.int/about-ip/en/iprm/> Last accessed on: 10th June, 2013.
8. Digital Rights Management - An Introduction by D Satish Sbs Publishers (2010)
9. Demystifying Intellectual Property Rights by NR Subbaram. Lexis-Nexis India (2009) ISBN: 8180385787, ISBN-13: 9788180385780
10. Intellectual Property Rights in India. by VK Ahuja Publisher: Lexis-Nexis India (2009) ISBN-13: 9788180385193, ISBN-10: 8180385191
11. Digital Rights Management: Imperatives and Innovative Opportunities by B. K. Jain. Global Vision Publishing House (2012)



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Course Code: LIS-430

Course Name: Information Access and Services

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To acquaint students with:

- Types of information sources
- Criteria for selection of information sources
- Various information access tools
- Information services, types
- National and International Information systems and programmes

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

Mid Term Examination: 25%

6. End Term Examination: 50%

7. Continuous Internal Assessment: 25%

Assignment/Library Work/Class Test/Surprise Test/Quiz: 15%

4. Class Attendance: 10%

Course Contents

UNIT – I: Information Sources

- Types of Information sources: Documentary - Primary, Secondary, Tertiary; Non-documentary – organizations and humans.
- Published sources of information: Books, Academic Journals, Newspapers, Magazines, Research Monographs; Reference works/sources - Encyclopedia, Dictionaries, Geographical sources, Biographical sources, Bibliographical sources, Indexing and Abstracting sources, Handbooks, Yearbooks, Gazettes

- Unpublished sources: Dissertations / Theses, Reports, Grey literature, Email, Blogs, Wikis, Social media.
- Standards, Patents, Trade Catalogs
- Review Sources, State-of-Art Reports, Trend Reports, Technical digests
- Criteria for selection of information sources

UNIT – II: Information Access Tools

- Library Catalogs, OPACs
- Bibliographic Databases: Ei Compendex, Index Medicus, Inspec, MathSciNet, SciFinder, Scopus, Web of Science
- Web Search Engines: working, features, Google, Google Scholar
- Metadata harvesting services: concept, importance, working. NDL, OAIster

UNIT – III: Information Services

- Reference Service: definition, concept, need, types: ready reference and long range reference services; Reference interview and search techniques.
- Referral Service
- Alerting services: CAS, SDI services
- Information Intermediaries: characteristics, functions, types. Librarians, Reference Librarians, Information officers, Information filters, Invisible colleges, Extension workers, Expert systems, Information brokers, Information consultants, Technological gatekeepers,

UNIT - IV: Information Systems and Documentation Centres

- International:
 - INIS
 - AGRIS
 - MEDLARS/MEDLINE
- National:
 - NASSDOC
 - ENVIS

UNIT - V: Current trends in information access and services

- Web-based information sources – Websites, Blogs, Wikis, Digital Libraries, Digital Archives, Institutional Repositories
- Web-based information services – Ask a Librarian, Email and Chat reference services, Social media as information access tools
- Organizations involved in information access and services programmes:
 - UNESCO
 - IFLA
 - OCLC
 - NISCAIR

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Course Code: LIS 408

Course Name: Knowledge Organization and Information Processing (Practical):
Classification

Faculty: Prof.I.V.Malhan

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

1. train students in techniques of classifying titles of documents according to the Dewey Decimal Classification 23rd.ed.
2. To train students in techniques of classifying titles of documents according to the universal Decimal classification, standard Edition.

Learning outcomes:

After completing this course, students will be able to classify documents according to DDC and UDC schemes of classification.

Attendance Requirements:

Students are expected to attend all lectures to learn classification systems and have adequate knowledge and practical experience of classifying all types of document titles. However, a minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 50 Marks
2. End Term Examination: 100 Marks
3. Internal Assessment: 50 Marks
 - i. Surprise Test I : 20 Marks
 - ii. Surprise Test II : 20 Marks
 - iii. Assignment : 10 Marks

Prescribed Practical Manuals:

- A. DDC, (23rd Ed.) 2011
- B. UDC, Standard Ed, 2005

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Course Code: LIS 410

Course Name: Fundamentals of Information and Communication Technology

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To provides students with basic knowledge of computers and networks and their application to library and information activities.

Familiarly with the Internet technology.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Counseling, Activities and Tutorials (CAT): 25%
 - iv. Assignment: 5%
 - v. Library Work: 5%
 - vi. Surprise Test: 5%
 - vii. Mini Project: 5%

Course Content:

UNIT - I: Computer Fundamentals and Hardware

(12 Hours)

Basics: Von Neumann Architecture, Computer Generations, And Classification of computers, Computer Organisation, Processor Types: CISC, RISC

Data Representation: ASCII, BCD, UNICODE & Numbering systems (Binary, Octal, Hexadecimal)

computer memory: Memory Hierarchy: Register, Cache, RAM, ROM, DRAM, Flash Memory, Secondary Storage: Characteristic of Hard disk and CD-ROM, DVDs,

Printers and Scanners; Types and characteristics

UNIT - II: Computer software

(12 Hours)

System and application software; Programming concepts: System analysis, flowcharts, and algorithms.

Open source and proprietary software.

Operating Systems: M S- DOS, Windows

Operating Systems: UNIX / LINUX.

**UNIT - III: Database management Systems
(10 Hours)**

Database: concepts and components

Database Management system: Basic Functions, potential uses

Database Structures, file organization : Sequential, Indexed Sequential and Direct file Database type; relational database

**UNIT - IV: Fundamentals of Networking
(16 Hours)**

Network Devices : NIC, Modem, Amplifier, Repeater, Hub, Bridge, Switches, Router, Wi-Fi devices

serial and parallel data communication, analog & digital data communication, synchronous and asynchronous mode of data communication Introduction to Computer Networks, uses

Classification : LAN, MAN, WAN: Internet, Intra-net, Extra-net Networking Models : ISO OSI, TCP/IP reference Model

Network Topologies : Bus, Ring, Star, Mesh; Switching Techniques : Circuit Switching, Packet Switching

UNIT - V: Internet: Basic features, Tools, protocols & Services (10 Hours)

origin and stages of development of the internet; introduction to intranets and extranets

Internet connectivity: Dial-up, Leased Line, ISDN, wi-fi. Addressing: MAC addressing, port-address, domain address, ip address.

Internet security: authentication, firewalls, virus, spyware maintenance , Proxy servers
Protocols & services:IP,TCP,Telnet,FTP,SMTP,POP,DNS,News groups

Prescribed Text Books:

1. ARVIND KUMAR. Ed. Information Technology For All (2 Vols.) New Delhi, Anmol, 2006.
2. CLARK M P: Networks and telecommunication: design and operation. 2nd ed. 1997.
3. COMER D E: The Internet book. 2nd ed. 1997.
4. KASHYAP, M.M: Database Systems, New Delhi, Vikas, 2003.

Suggested Extra Readings:

1. COMER D E: Computer networks and internets. 1997.
2. DUATO J, YALAMANCHILI S and NI L: Interconnection networks. 1997
3. DEESON, ERIC. Managing with Information Technology, Great Britan, Kogan page Ltd. 2000.
4. Forrester W.H. and Rowlands, J.L. The Online searcher s companion. London,
5. Library Association, 2002.
6. ROWELY, JENNIFER: Information Systems, Ed.2, London, Clive Bingley, 2001.

LECTURE PLAN

L- 1	ComputerBasics
L- 2	Von Neumann Architecture,
L-3	Computer Generations, And Classification of computers
L- 4	Computer Organisation
L-5	Processor Types: CISC, RISC
L-6	Data Representation: ASCII, BCD, UNICODE
L-7	Numbering systems (Binary, Octal,Hexadecimal)
L- 8	computer memory
L- 9	Memory:Register, Cache, RAM, ROM, DRAM, Flash
L- 10	Secondary Storage: Characteristic of Hard disk and CD-ROM, DVDs,
L- 11	Printers : Types and characteristics
L- 12	Scanners:Types and characteristics
L- 13 to 14	System and application software; Programming concepts
L- 15	System analysis, flowcharts, and algorithms
L- 16	Open source software
L- 17	proprietary software
L-18	Operating Systems: M S- DOS, Windows
L- 19	Operating Systems: UNIX / LINUX
L- 20	Database:concepts and components
L- 21	Database Management system
L22	Basic Functions,potential uses ,Database Strctures,file organization
L-23	Sequential, Indexed Sequential and Direct file

L- 24	Database type; relational database
L-25	Network Devices : NIC, Modem, Amplifier
L -26	Repeater, Hub, Bridge, Switches, Router, Wi-Fi devices
L-27to 30	serial and parallel data communication, analog & digital data communication
L- 31to33	synchronous and asynchronous mode of data communication Introduction to Computer Networks, uses
L- 34	Classification : LAN, MAN, WAN
L-35	Internet, Intra-net, Extra-net
L- 36	Networking Models : ISO OSI,
L-37to 38	TCP/IP reference Model
L-39to41	Network Topologies : Bus, Ring, Star, Mesh;
L-41to42	Switching Techniques : Circuit Switching, Packet Switching
L-43	Origin and stages of development of the internet;
L- 44	Introduction to intranets and extranets
L-45to46	Internet connectivity: Dial-up, Leased Line, ISDN, wi-fi. Addressing
L-47to 48	MAC addressing, port-address, domain address, ip address.
L-49to51	Internet security: authentication, firewalls
L-52 to54	Firewalls, virus, spyware maintenance , Proxy servers
L-55	Protocols & services: IP
L- 56to60	Telnet, FTP, SMTP, POP, DNS, News groups

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Course Code: LIS501

Course Name: Library automation and networks (Theory)

Faculty: Mr. Nimmala Karunakar

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

On successful completion of the course the students will be able to do the following:

To acquaint the students with the planning and management of automated library systems

To impart practical training in the housekeeping operation

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

7. Mid Term Examination: 25%
8. End Term Examination: 50%
9. Counseling, Activities and Tutorials (CAT): 25%
 - viii. Assignment: 5%
 - ix. Library Work: 5%
 - x. Surprise Test: 5%

Course Content:

UNIT - I: Library automation

Definition, need, purpose and advantages, historical development
Identifying goals and objectives of automation

Areas of Automation: Acquisition, technical services, OPAC, Administrative routines, Circulation and Serial Control

Application of barcoding, RFID in libraries

UNIT - II: Evaluation of library automation systems

Criteria for selection of library automation software: open sources ,property, customize
Criteria for selection of hardware specification

Evaluation techniques

Study of standards relevant to library automation

UNIT - III: Automation Procedure

Steps in Automation: Developing a basic Technology Plan

Assessing needs and priorities, Preparing strategic Plan, Feasibility Study, Describing existing library services and technology

Retrospective conversation techniques and process

Integrated Library Management System

UNIT - IV: Library networks and information systems

Library Networks- OCLC, BLAISE, INFLIBNET, STN, RLIN

Information Systems: NISCAIR, DESIDOC, SENDOC, NASSDOC PADIS, ENVIS, INIS

AGRIS, BIOSIS, MEDLARS

UNIT - V: Case study of Library automation software

Comparative study of Library automation software's

Current trends in Library automation software's

Case study of KOHA

Case study of SOUL

Prescribed Text Books:

6. R.S.Aswal.Librray Automation for 21 st Century ,New Delhi,Ess Ess Publication.
7. Desiree Webber and Andrew Peters. Integrated Library Systems: Planning, Selecting, and Implementing , London :Libraries Unlimited, 2010.
8. Thomas R. Kochtanek and Joseph R. Matthews . Library Information Systems: From Library Automation to Distributed Information Access Solutions, London: Libraries Unlimited, 2002
9. H. K. Kaul. Library Networks: An Indian Experience, New Delhi: Virgo Publications, 1992.

Suggested Extra Readings:

1. Satyanarayana, N. R. A manual of computerization of libraries. New Delhi: Viswa Prakashan, 1995.
2. John M. Cohn, Ann L. Kelsey and Keith Michael Fiels .Planning for library automation: A Practical Handbook, London : Library Association, 1998.
3. Michael D. Cooper, Design of Library Automation Systems: File Structures, Data Structures, and Tools, London: John Wiley & Sons

LECTURE PLAN

Lectures	Topics	Prescribed Text Book	Chapter No.
Lecture – 1	Definition, need, purpose and advantages, historical development	Book – 1	Part-I
Lecture – 2	Identifying goals and objectives of automation	Book – 1	Part-I
Lecture – 3	Areas of Automation: Acquisition, technical services, OPAC, Administrative routines, Circulation and Serial Contro	Book – 1	Part-I
Lecture – 4	Areas of Automation: Acquisition, technical services, OPAC, Administrative routines, Circulation and Serial Contro	Book – 1	Part-I
Lecture – 5	Application of barcoding, RFID in libraries	Book – 1	Part-V
Lecture – 6	Criteria for selection of library automation software: o sources ,property, customize	Book – 1	Part-III
Lecture – 7	Criteria for selection of library automation software: o sources ,property, customize	Book – 1	Part-III
Lecture – 8	Criteria for selection of hardware specification	Book – 2	Part-II
Lecture – 9	Evaluation techniques	Book – 2	Chapter - 2
Lecture – 10	Study of standards relevant to library automation	Book – 2	Chapter - 2
Lecture – 11	Steps in Automation: Developing a basic Technology Pl and technology	Book – 2	Chapter - 1
Lecture – 12	Assessing needs and priorities, Preparing strategic Plan Feasibility Study, Describing existing library services	Book – 2	Chapter – 2
Lecture – 13	Retrospective conversation techniques and process	Book – 4	Chapter - 3
Lecture – 14	Integrated Library Management System	Book – 4	Chapter - 1
Lecture – 15	Library Networks- OCLC, BLAISE, INFLIBNET, STN, RLIN	Book – 4	Chapter - 2

Lecture – 16	Information Systems: NISCAIR, DESIDOC, SENDOC, NASSDOC	Book – 4	Chapter - 1
Lecture – 17	PADIS, ENVIS, INIS ,AGRIS, BIOSIS, MEDLARS	Book – 4	Chapter - 2
Lecture – 18	Comparative study of Library automation software s	Library automation software related websites	
Lecture – 19	Case study of KOHA		
Lecture – 20	Case study of SOUL		

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PO Box: 21, Dharamshala, District Kangra - 176215 (HP)

www.cuhimachal.ac.in

Course Code: LIS502

Course Name: Library and automation network (practical)

Faculty: Mr. Nimmala Karunakar

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To impart practical training in the use software to develop bibliographic databases

To give practical training in the use of library automation software

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

10. Mid Term Examination: 25%

11. End Term Examination: 50%

12. Counseling, Activities and Tutorials (CAT): 25%

xi. Assignment: 5%

xii. Surprise Test: 5%

xiii. Mini Project: 15%

Course Content:

UNIT - I: Hands-on experience with the WINISIS

UNIT-II: Hands-on experience with the KOHA

UNIT-III: Hands-on experience with the SOUL

UNIT-IV: Hands-on experience with servers and networking

UNIT-V: Mini project

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Course Code: LIS402A

Course Name: Web designing and hosting

Faculty: Prof.I.V.Malhan

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of organized laboratory work / practical .

Course Objectives:

To train the students in web designing using HTML codes

To train the students in hyper linking of various web based information sources

To train students in imbedding multimedia content in web pages

To train students in designing tables and enter data in web pages

To train students in web hosting

Delivery of Education:

Instructions, demonstrations which follow rigorous Lab practice, team learning and project based learning.

Learning Outcomes:

After completing this course student will be able to independently and aesthetically develop the web pages with the desired features.

Attendance Requirements:

Students are expected to attend all lectures in order to fully benefit from this course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Practical Examination: 25%
2. End Term Practical Examination: 50%
3. Counseling, Activities and Tutorials (CAT): 25%
 - i. Assignment: 10 marks
 - ii. Surprise Test: 15 marks
 - iii. Project: 25 marks

Course Content:

- UNIT - I:** Web-designing using HTML codes
- (UNIT - II:** Web-designing using HTML editors
- UNIT - III:** Hyperlinks, Tables and multimedia features
- UNIT - IV:** Hosting on web-servers
- UNIT - V:** Project involving web based content creation.

Recommended books

- 1 [Jennifer Niederst Robbins](#) Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics 4th Edition Sebastopol, OReilly Media, 2012
- 2 [Jeffrey Zeldman](#), [Ethan Marcotte](#) [HYPERLINK](#) "https://www.amazon.com/dp/0321616952/ref=rdr_ext_tmb" [Designing with Web Standards \(3rd Edition\)\(Paperback\)](#)

Berkley, The Riders, 2009, 395p

- 3 [Ian Lloyd](#) Build Your Own Website The Right Way Using HTML & CSS, Mumbai, Shroff Publishers, 2011. Paperback, 556 p

Additional Resources

1P Morville, L Rosenfeld [Information Architecture for the World Wide Web: Designing Large-Scale Web Sites](#), 3rd-2006 - jorm50fxx03.storage.googleapis

- 2 [Ramesh Bangia](#), [Internet & Web Design](#)

<https://books.google.co.in/books?isbn=8170085454>

- 3 [Jason Beard](#), [James George](#) ,[The Principles of Beautiful Web Design: Designing Great Web Sites is not rocket science...](#)<https://books.google.co.in/books?isbn=1457192497> - 2014

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Course Code: LIS- 415
Course Name: Knowledge Society
Faculty: Prof. I. V. Malhan

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To acquaint the students with the characteristics and the emerging development in the knowledge society.

To educate the students regarding the changing role of Libraries in the emerging knowledge society.

To acquaint the students with the emerging Knowledge Management tools.

To educate students in the changing methods of information delivery in the networked environment

Attendance Requirements:

Students are expected to attend all lectures to adequately learn and understand the course components. However, a minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Learning Outcomes:

After completing this course students will have adequate understanding of various types of societies and characteristics of the knowledge society. They will learn how advances in ICTs are metamorphosing societies into knowledge societies, leading to information explosion, unbundling of content and posing challenges for knowledge organization. They will learn what indicators reflect a knowledge society, what way role of LIS professionals is changing and what changes are taking place in libraries and information centres.

Evaluation

Mid – term examination – 25%

End – term examination – 50%

Internal Assessment – 25% (details given as under)

➤ Assignment 1- 10 Marks

➤ Assignment 2- 10 Marks

Course Content:

Unit I: Evolution of knowledge Society & Indicators

Introduction to various types of societies and their evolution.

Indicators of the knowledge society.

Advances in ICTS and emergence of knowledge society.

Unit II : Changing Role of Libraries in the knowledge Society

Libraries and information centres in the knowledge society.

Information explosion and emerging challenges for libraries & information centres.

Unbundling of content and challenges for knowledge organization.

Unit III: Virtual Library environment and knowledge and knowledge organization

Virtual libraries; Need and importance.

Creation and organization of need based content.

Introduction to emerging knowledge management tools.

Unit IV: Role of Library & Information Professionals

Changing methods of information delivery in the Networked environment.

Changing role of library and information professionals in the emerging knowledge society.

Unit V: Knowledge society and Library & Information Policy Issues

Emergence of knowledge resources & service centres and policy issues.

IFLA Manifestos on Libraries, UNESCO & Library policy issues.

National knowledge commission and its recommendations for libraries.

Prescribed Text books:

1 N Stehr, Knowledge societies- 1994 - Wiley Online Library

2 J Gilbert, Catching the knowledge wave?: The knowledge society and the future of education, 2005 - nzcer.org.nz

3 P Drucker Post-capitalist society, 2012 - content.taylorfrancis.com 4

Report of National Knowledge Commission, Govt of India

Suggested Extra Readings:

1. I V Malhan & Shivarama Rao, Perspectives in Knowledge Management. Maryland, Scarecrow, 2008

2. LM Camarinha-Matos, Collaborative networks: Value creation in a knowledge society- Knowledge enterprise ..., 2006 –

3. G Böhme, N Stehr HYPERLINK "https://books.google.co.in/books?hl=en&lr=&id=3mdDBAAAQBAJ&oi=fnd&pg=PR7&dq=Knowledge+society&ots=JBd6KnVb2j&sig=9bJl7JwGK8XdoDSJit8inxZ8Uog" The knowledge society: the growing impact of scientific knowledge on social relations - 2012

4. P Jarvis The age of learning: education and the knowledge society- 2014 - content.taylorfrancis.com

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PO Box: 21, Dharamshala, District Kangra - 176215 (HP)

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Course Code: LIS 408A

Course Name: Colon Classification; Practice

Faculty: Prof.I.V.Malhan

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

1. To train students in techniques of classifying documents according to Colon Classification 6th ed.

Learning Outcomes:

After completing this course, students will be able to classify documents according to Colon Classification scheme.

Attendance Requirements:

Students are expected to attend all lectures to learn classification systems and have adequate knowledge and practical experience of classifying all types of document titles. However, a minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

4. Mid Term Examination: 25 Marks
5. End Term Examination: 50 Marks
6. Internal Assessment: 25 Marks
 - iv. Surprise Test I : 10 Marks
 - v. Surprise Test II : 10 Marks
 - vi. Assignment : 5 Marks

Course Content:

Classification of documents using Colon Classification System

Prescribed Practical Manual:

Colon Classification; 6th Ed.

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Course Code: LIS 408

Course Name: Knowledge Organization and Information Processing (Practical):
Classification

Faculty: Prof.I.V.Malhan

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

1. train students in techniques of classifying titles of documents according to the Dewey Decimal Classification 23rd.ed.
2. To train students in techniques of classifying titles of documents according to the universal Decimal classification, standard Edition.

Learning outcomes:

After completing this course, students will be able to classify documents according to DDC and UDC schemes of classification.

Attendance Requirements:

Students are expected to attend all lectures to learn classification systems and have adequate knowledge and practical experience of classifying all types of document titles. However, a minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

7. Mid Term Examination: 50 Marks
8. End Term Examination: 100 Marks
9. Internal Assessment: 50 Marks
 - vii. Surprise Test I : 20 Marks
 - viii. Surprise Test II : 20 Marks
 - ix. Assignment : 10 Marks

Prescribed Practical Manuals:

- A. DDC, (23rd Ed.) 2011
- B. UDC, Standard Ed, 2005